

VDF FAMILY CARE PLAN CHECKLIST

1. Are qualified caregiver(s) designated and a Family Care Plan established for;

- a. Short-term absences, i.e., drills, training exercises or formal training **Yes No**
- b. Long-term absences, i.e., State Active Duty (SAD) **Yes No**

2. Does the Family Care Plan contain provisions for:

- a. Financial well-being of family members, e.g., power(s) of attorney, allotments, or other appropriate means to ensure the self-sufficiency and financial security of family members **Yes No**
- b. Movement of family members and/or caregiver(s) to include financial, medical, and legal support arrangements, if required **Yes No**
- c. School arrangements **Yes No**
- d. Unique situations, e.g., language limitations **Yes No**
- e. Use of government services, e.g., commissary, base exchange, etc., if applicable **Yes No**

3. Does the Family Care Plan contain well-being arrangements for:

- a. Special needs, e.g., attention disorders, speech impediments, medication, or phobias **Yes No**
- b. Information for Routine care provider, e.g., names/location of medical/dental providers **Yes No**
- c. Arrangements to relocate, if necessary, the caregiver or family to a new location, financial, medical and legal support necessary to ensure continuity of care and support of family members **Yes No**
- d. Valid will that designates guardians for permanent care of family members **Yes No**
- e. Current power of attorney **Yes No**
- f. Person who will assume temporary responsibility for minor child(ren) in the event of death or incapacity of the service member **Yes No**

4. Caregiver(s) briefed by member on:

- a. Responsibilities under the Family Care Plan; to care for one or more family members during the member's absence **Yes No**
- b. Logistical, financial, medical and legal arrangements **Yes No**
- c. Any child care/behavioral changes **Yes No**

Consult with the Chain of Command, Staff Judge Advocate, Chaplains, and other offices to obtain guidance and support in developing family care plans

Chain of Command point of contacts:

Your VDF Company:

Your VDF Battalion:

Your VDF Brigade:

VDF Division Headquarters: 804-225-4051 / 866-791-9164 / 804-225-4065 (fax)